GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Revenue Department- Functions (Job Chart) of the VRO Who works in Ward Secretariat as **Ward Revenue Secretary** – Orders - Issued.

REVENUE (SER.III) DEPARTMENT

G.O.MS.No. 427 **Dated: 11-10-2019**
Read the following:

1.G.O.Ms.No.1059, Revenue (VA) Department, dt.31.07.2007.
2.G.O.Ms.No.110, Panchayat Raj and Rural Development (MDL-I) Department, dt.19.07.2019.
3.G.O.Ms.No.217, Municipal Administration and Urban Development (UBS) Department, dt.20.07.2019.
4.G.O.Ms.No.415, Revenue (Ser-III) Department, dt.26.09.2019.

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ORDER:

Government have established Village and Ward Secretariats to provide a strong, effective and vibrant service delivery system at grass root level. The Ward Secretariat will function according to prescribed business procedures. The Functional Assistance to be called as Ward Secretaries of the Departments, will function as per their Job-Chart.

2. In the reference 4th read above, a Job-Chart of VROs (Grade-I and Grade-II) has been issued. Keeping in view of the slightest differences between Rural and Urban Administration, a separate Job-chart is needed for 'Ward Revenue Secretary'. The VRO (Grade-1 & Grade-II) who works in Ward Secretariat in Urban Areas called as **'Ward Revenue Secretary',** whose Job-Chart is as follows:-

JOB-CHART (Functions/Duties/Responsibilities) OF WARD REVENUE SECRETARY

1. He/she shall attend to outdoor work daily for a minimum period of 1 hour to perform the responsibilities entrusted to him/her.

2. He/she is responsible to attend the meetings conducted by the Ward Secretariat with relevant information.

3. Maintenance of Ward Revenue Records and all Ward Revenue Accounts Promptly and accurately.

4. Collection of Cesses, Taxes and other sums pertaining to Revenue Department.

5. Azmoish of crops and fields (100%) inclusive of inspection of survey stones.

6. Issue of certificates: - The Ward Revenue Secretary shall issue ' Residence Certificate' and 'Solvency Certificate' in their respective jurisdiction duly following the procedure.

7. To provide information regarding Natural Calamities such as fire accidents, floods, cyclone etc., to the higher officials whenever and wherever they occur and provide assistance to the Higher Officials in assessing loss sustained due to the same and to provide relief.

8.Inform the Railway Station Master of any mishap or unusual occurrence of floods that might need urgent action to grievant mishap.

9. Maintenance of Village /Ward Revenue Chavadies, where ever existence

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10. Protection of Government Lands, Government tanks, trees and other Government properties and take effective steps to safe guard the interests of the Government.

11. Inform promptly to the higher officials in respect of treasure trove and unclaimed property and escheat.

12. Intimation of any intended demolition of ancient buildings and any inscriptions on any such ancient monuments which would have archaeological, cultural heritage importance.

13. Preserve and safeguard Government Lands and properties from encroachments, damage or misuse including the lands available to the public, such as, roads, streets and open spaces in and near their Wards.

14. Report encroachments damage or misuse of Government Lands and damage to the Government property promptly to the Tahsildar and Higher Officials and also to take effective follow-up action.

15. Provide assistance to the concerned authorities while issuing the proceedings under the provisions of Revenue Recovery Act by obtaining property details.

16. Assist the authorities in servicing of legal notices and summons.

17. Causes beat of tom-tom and adopt other methods for informing people about events.

18. Assist in loan recoveries.

19. Conduct Panchanama in recovery of un-claimed property.

20. Keep Government attached property in safe custody

21. Assist in the preparation, updation of electoral rolls and perform other election duties as per the Government direction.

22. Assist in Andhra Pradesh Transmission Corporation in its operations at Ward level and inform about the theft pilferage of electricity to the concerned authorities.

23. Act as “Inspector” under Minimum Wages Act, 1948 as and when notified by the Competent Authority.

24. A Ward Revenue Secretary when called upon to do so produce the account, registers and other records, maintained by him or which are in his custody for inspection of revenue official or any other officer authorized by the Collector, RDO, Tahsildar or Municipal Commissioner. Except when called upon to produce his accounts and other records as mentioned above, the Ward Revenue Secretary shall keep the accounts, registers and records in his/her personal custody.

25. They have to identify beneficiaries of various Govt schemes of Ward volunteers.

26. All the grievances pertaining to Revenue Department filed before the Ward Secretariat should be received and action taken report on the grievances / requests shall be submitted to the Ward Secretariat.

27. Give prompt information to the police Department regarding murders, suicides, unnatural deaths and other important developments which may threaten peace in the Ward.

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28. Prevent the commission of any offence or public nuisance.

29. Take charge of unclaimed property and send to the Police Station.

30. Assist the concerned Government department in the implementation of important Government programmes such as MGNREGA, Housing etc.,

31. Furnish data on income levels of persons in the Ward prepared on the basis of Government guidelines issued in that regard from time to time.

32. Do necessary documentation and assist in implementation of weaker section Housing programme.

33. Strive for eradication of untouchability by providing access to Scheduled castes and Scheduled tribes in temples, removal of discrimination in all forms against the Schedules caste population.

34. Report any outbreak of communicable disease especially Malaria, Japanese Encephalitis and Gastroenteritis to nearest Primary Health Centre immediately.

35. Attend meetings of Ward Tribal Development Agencies and assist them in preparation of Micro plans and in implementing them.

36. Assist Education Department in conducting the literacy classes.

37. Assist in reconciliation of estimates of crop coverage with azmoish figure for reconciling the crop areas for crop insurance scheme.

38. Assist the Department of Agriculture in implementing its programmes and disseminating extension information.

39. Assist in maintenance of Agricultural statistics.

40. Assists in giving information to the concerned officials about any black market sales of seeds, fertilizers and pesticides etc.

41. Assist in maintenance of house hold data of weavers both within and outside co-operation fold and their economic status.

42. Issue of Dependency Certificates for Handloom Weavers, if any desired.

43. All matters pertaining to Civil Supplies Department in Ward level.

44. Any other duties entrusted by the higher authorities from time to time

3) The above functions shall be followed strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MANMOHAN SINGH
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Special Chief Secretary & Chief Commissioner of Land Administration,
A.P., Vijayawada.
The Secretary to Government, MA&UD Department, AP.
Copy to:
The Principal Secretary to Government, PR&RD Department, AP.
All the District Collectors (through Spl. CS & CCLA, AP).
The Stock File/Spare Copy.

//FORWARDED: BY ORDER//

SECTION OFFICER